



Department of Education and Early Development
Division of Libraries, Archives & Museums
Alaska State Archives/Records & Information Management Service (ASA/RIMS)
P.O. Box 110525, 141 Willoughby Avenue
Juneau, AK 99811-0525
T: (907) 465-2317/2275
F: (907) 465-2465

STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 53

Schedule No: 07-53.2

DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

07 - DEPARTMENT OF LABOR AND WORKFORCE DEVELOPMENT

53 - ALASKA LABOR RELATIONS AGENCY

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise indicated all records series are nonconfidential. This schedule supersedes #07-53.1.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director	Signature of Division Director	Date
Mark Torgerson	<i>Mark Torgerson</i>	9/5/14
Attorney General/Designee	Commissioner of Administration/Designee	Date
<i>Alan Birsbaum</i>	<i>FOR</i>	9/17/14
State Archivist	Records Analyst	Date
<i>D. Dawson</i>	<i>Valerie Rose</i>	9/17/14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Unfair Labor Practices Case Files This series consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, and a copy of the final decision and order. Also includes cases dismissed, withdrawn or settled. Arranged by case file number.	H	C+3		C = Until case is closed and all issues are resolved.
001.2 - Unfair Labor Practices Case Files of Historical Importance This series consists of the complaint, correspondence, notice of hearing, hearing transcripts and exhibits, witness lists, and a copy of the final decision and order. Also includes cases dismissed, withdrawn or settled. Arranged by case file number.	H	PA		Cases the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives.
002.1 - Representation Case Files This series consists of petitions for representation, correspondence, notices of petition, notices of election, memorandum of agreement for election, tally sheets, election certification, complaints, objections to petition, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions and a copy of the final decision and order. Arranged by case file number.	H	C+3		C = Until case is closed and all issues are resolved. The names of persons expressing interest are confidential under 8 AAC 97.060(d).
002.2 - Representation Case Files of Historical Importance This series consists of petitions for representation, correspondence, notices of petition, notices of election, memorandum of agreement for election, tally sheets, election certification, complaints, objections to petition, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.	H	PA		Cases the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives. The names of persons expressing interest are confidential under 8 AAC 97.060(d).

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives) PO = Permanent (Retain in agency office) S = Until Scanned T = Transfer TO = Term of Office	Format Key H = Hardcopy E = Electronic D = Database M = Microform	Bus. Ess = Business Essential 1. Are necessary for emergency response 2. Are necessary to resume or continue operations
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RRDS Continuation		Agency I.D: 53		Schedule No: 07-53.2		Page 3 of 6	
Item No - Record Series Title & Description		Format	Total Retention	Bus. Ess.	Remarks		
003.1 - Decertification Petitions This series consists of petition for decertification, correspondence, notices of petition, notices of election, memorandum of agreement for elections, tally sheets, election certification, complaints, objections to petition, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	C+3		C = Until case is closed and all issues are resolved. The names of persons expressing interest are confidential under 8 AAC 97.060(d).		
003.2 - Decertification Petitions of Historical Importance This series consists of petition for decertification, correspondence, notices of petition, notices of election, memorandum of agreement for elections, tally sheets, election certification, complaints, objections to petition, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	PA		Petitions the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives. The names of persons expressing interest are confidential under 8 AAC 97.060(d).		
004 - Election Voting Materials This series consists of signed interest cards, employee lists, envelopes and certified mail receipts, absentee, blank and voted ballots.		H	C+1		C = Until election is certified. The names of persons expressing interest are confidential under 8 AAC 97.060(d).		
005.1 - Unit Clarification or Amendment Petition Case Files This series consists of petitions, backup documentation, correspondence, written briefs, hearing exhibits, witness lists and a copy of the final order and decision. Arranged by case file number.		H	C+3		C = Until case is closed and all issues are resolved.		

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005.2 - Unit Clarification or Amendment Petition Case Files of Historical Importance This series consists of petitions, backup documentation, correspondence, written briefs, hearing exhibits, witness lists and a copy of the final order and decision. Arranged by case file number.		H	PA		Cases the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives.		
006 - ALRA Orders and Decisions (Master Set) This series consists of copies of all decisions and orders issued by the Alaska Labor Relations Agency (ALRA). The ALRA administers the Public Employment Relations Act which regulates labor relations between public employees and public employers. These employers include the state government, municipalities, boroughs, and school districts in Alaska. Arranged by decision and order number.		H & E	PO	Y	Hard copy is retained in office for reference use. An electronic copy of the orders and decisions are maintained on the departmental server and online at http://labor.alaska.gov/laborr/dosearch.htm .		
007.1 - Petition to Enforce Collective Bargaining Agreement This series consists of petitions, answer, correspondence, notices of hearings, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	C+3		C = Until case is closed and all issues are resolved.		
007.2 - Petition to Enforce Collective Bargaining Agreements of Historical Importance This series consists of petitions, answer, correspondence, notices of hearings, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	PA		Petitions the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives.		

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008.1 - Religious Exemption Claims This series consists of application for exemption, correspondence, objection, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	C+3		C = Until case is closed and all issues are resolved.		
008.2 - Religious Exemption Claims of Historical Importance This series consists of application for exemption, correspondence, objection, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	PA		Claims the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives.		
009.1 - Strike Class Determination Petition Cases This series consists of petition for strike class, answers, correspondence, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	C+3		C = Until case is closed and all issues are resolved.		
009.2 - Strike Class Determination Petition Cases of Historical Importance This series consists of petition for strike class, answers, correspondence, written briefs, pre-hearing pleadings (witness and exhibit lists), agency orders, hearing exhibits, memorandum decisions, and a copy of the final decision and order. Arranged by case file number.		H	PA		Cases the ALRA Administrator determines have long-term value and historical importance are identified in the ALRA Case Management Database and will be transferred to the State Archives.		

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010 - ALRA Case Management Database This Access database tracks the agency caseload, provides case status and generates simple statistical reports. It allows the user to check the index to see if a case has been filed in the past, is pending/closed and in storage/archived. It also allows a user to check to see if a case has been set for prehearing or hearing, if a decision and order has been issued, or if the case has been appealed to superior/supreme court. Queries and reports can also be generated listing agency case files that are ready for archiving or destruction per the record retention schedule.	D	C	Y	C = Until obsolete, superseded or administrative need is met. Information contained in this database is available in each public case file in paper format.
011 - Legal Digest This database serves as an index to cases and contains synopses of board orders and decisions. Searches may be made by case name, decision and order number, or query language. Board decision and order digests can also be viewed by year issued.	D	PO	Y	Information contained in this database is also available in each case file in paper format (see item #006).

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